

# MODERN ARMY RECORDKEEPING SYSTEM (MARKS)

Proponent For Inspection: DOIM

Point of Contact: \_\_\_\_\_

Unit Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Unit Phone No.: \_\_\_\_\_

Unit Phone No: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's Phone No: \_\_\_\_\_

Unit Overall Rating: T P U

REFERENCES: a. AR 25-1, 31 May 2002 b. AR 25-400-2, 1 October 2001 c. FLW Records Management SOP, 15 October 2002

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P" = 70% success rate of evaluated tasks with no failed critical tasks. "U" = less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
1. Does unit have or have access to the current publications required to manage the system?	ALL			
2. Are there duty appointment orders on the Unit Records Coordinator, IAW FLW Publications SOP, paragraph 3(a)1?	ALL			
3. Does the unit have an approved FLW Form 321 (Selected File Numbers) IAW AR 25-400-2, paragraph 2-1 for all filing systems under their area of responsibility?	ALL			
4. Are the files maintained IAW the approved FLW Form 321 IAW AR 25-400-2, paragraph 2-1?	ALL			
5. Are filing labels correct, IAW AR 25-400-2, paragraph 6-2 and www.rmda.belvoir.army.mil/? (file number, title, accumulation period (if applicable), privacy act numbers, disposition of record)	ALL			
6. Are documents filed under appropriate file numbers IAW AR 25-400-2, paragraph 1-1 and www.rmda.belvoir.army.mil/?	ALL			
7. Are all records destroyed IAW AR 25-400-2, Table 7-1 and www.rmda.belvoir.army.mil/? (i.e., documents held in the current files area for destruction; restricted documents shredded; etc.)	ALL			
8. <b>CRITICAL:</b> Are records containing Privacy Act information and restrictive information destroyed IAW AR 25-400-2, paragraph 1-1e?	ALL			
9. Are all records transferred to the Records Holding Area for documents that must be maintained for 3+ years (unless specifically stated to be held in the current files area) IAW AR 25-400-2, Table 7-1, Rules 11, 12, and 13?	ALL			
10. Does the Brigade Records Management Coordinator have documentation on the inspections conducted on each subordinate activity within the last year IAW OIP concept (i.e., brigade inspects battalion; battalion inspects company, etc.)?	BDE			
REMARKS AND FINAL COMMENTS:				